

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 2250 **TITLE:** ADMINISTRATIVE ASSOCIATE **GRADE:** S-21

DEFINITION:

This class is intended for positions that are assigned administrative responsibilities within a department. Incumbents perform and/or supervise a wide variety of duties that may include program administration, analysis of administrative processes, special assignments, budgets, financial activities, contracts, facilities, systems, and human resources. Incumbents typically perform work that requires interpretation of policy; participate in short- and long-range planning and policy or program development; and provide recommendations based on significant knowledge of the organization's professional objectives and activities.

Incumbents typically perform a variety of professional and administrative duties in support of the day-to-day operations of a function, program, and/or department; assist in program planning and development; interpret, monitor and analyze information regarding operating policies and procedures; administer budgets; and coordinate staff human resource matters. Incumbents resolve problems that have a significant impact on the overall goals of the department.

The Administrative Associate classification encompasses two types of positions:

Concept 1 - Positions that are primarily focused on the management of a unit or program. Administrative Associate positions, defined according to Concept 1, typically exercise a greater degree of decision-making authority over a broader range of administrative functions of a major division or department than unit manager types of positions in the administrative series (Administrative Assistant V).

Concept 2 - Positions that are primarily focused on the performance of operational analysis of a function, program, and/or unit. Positions in this category are allocated to the Administrative Associate classification based on the majority of the duties and responsibilities (at least 50%) meeting the criteria outlined in the supplemental guidelines listed below.

Administrative Associate positions, defined according to Concept 2, can be distinguished from lower level positions in the administrative series by the performance of analytical work and the broader scope of the assignments. Lower level positions in the Administrative series may be required to analyze problems and make determinations about specific actions to take. However, analysis is limited to the completion of administrative processes. Administrative Associates perform a broader scope of analysis of administrative operations that may extend beyond procedural methods of work. The

emphasis of the Administrative Associate series is on the performance of operational analysis rather than the task-oriented accomplishment of administrative functions.

Administrative Associate positions can be distinguished from positions in the Management Analyst series by the primary emphasis of the analytical duties performed. In the Management Analyst series, incumbents are typically responsible for analytical studies that are conducted on a project-basis. Management Analysts may also provide a consultative service on programmatic issues to a Department or to the County. In the Administrative Associate classification, incumbents perform analysis of the administrative operations of a function, program and/or department.

Key distinction: type of analytical duties (A Management Analyst typically conducts analysis with broad scope on a project-basis; an Administrative Associate conducts analysis typically limited to the administrative functions of a particular unit/department or program).

ILLUSTRATIVE DUTIES:

General Financial Duties

- Develops financial reports and data analyses for use by analysts/managers.
- Monitors and tests computer systems that maintain department financial records.

Fiscal Administration

- Analyzes budgets and develops recommendations for division/department.
- Authorizes journal and/or budget entries.

Accounting

- Approves/authorizes wire transfers.
- Performs unique accounting functions that have County-wide impact.

Purchasing

- Identifies need for new funding sources and/or modifications to contracts.
- Provides needs assessments and interacts with staff to identify fund sources and develop a plan for purchases.
- Identifies exceptional purchases (e.g., sole source justification), obtains special approvals (e.g., agency approval for budget deviation) and insures competitive billing process.
- Purchases items, applying complex and conflicting regulations without consultation, using multiple fund sources and determining appropriateness of expenditures.
- Resolves disputes with vendors (except for precedent-setting actions outside policy).
- Insures staff is trained and follows department/County policies and/or procedures.

General Executive Assistance

- Makes decisions involving the functional area that are highly confidential and politically sensitive.

- Acts on executive/work unit head's behalf on issues related to standard and non-standard department business operations.
- Takes actions that require originality and thorough historical and political understanding of the functional area.
- Uses discretion and an understanding of the sensitive issues within the functional area to make decisions and resolve problems.
- Acts as a resource regarding policies, procedures and precedents of the functional area in the development of programs and policies within the functional area.

Scheduling & Coordinating

- Attends meetings on behalf of the executive/work unit head, gathers information and prepares concise, accurate reports.
- Actively participates in management meetings.

Communication

- Gathers data and composes concise executive summaries.
- Writes technical and non-technical correspondence, and/or presentation materials.
- Researches, coordinates, develops historical/political framework of issues and makes recommendations to executives/work unit head.
- Writes non-technical content of reports and edits text.
- Answers inquiries from the public on highly publicized or sensitive issues.
- Informs internal and external staff, as well as the public, regarding executive/work unit head's decisions regarding procedural issues and provides the reasons for those decisions.

Office Management

- Actively participates in the long range, comprehensive planning of the functional area (e.g., human resources, space, and budget).
- Provides information and participates in the development of in-house policies within the functional area.
- Independently reviews and resolves problems on executive/work unit head's behalf.
- Reads documents and attends meetings in order to maintain a working knowledge and understanding of the functional area.
- Serves as liaison with the public, County, State, Federal, private organizations, and high level professional peers of the executive/work unit head.
- Independently determines which items are to be forwarded to executive/work unit head or redirected to other staff and prepares background information.

Information Systems/Software

- Analyzes administrative procedures & policies to recommend corporate systems/software changes/modifications.

Reports

- Writes report on issues regarding operational efficiencies and/or program operations affecting multiple functions within the Department or topics for which there are no precedents.
- Researches and analyzes information to identify trends, draws conclusions, makes recommendations.

Payroll

- Implements new County policies & procedures.
- Oversees payroll operations for multiple departments/agencies. Serves as subject matter expert on payroll policies/procedures for multiple departments/agencies.
- Audits personnel actions and PARs in multiple departments/agencies for accuracy.
- Researches and creates complex payroll reports regarding County-wide issues.

Personnel

- Manages HR and personnel administrative activities as a part of the department management team.
- Serves as point of contact for all personnel related activities (e.g., appeals panel, grievances) including providing advice and information to employees and managers.
- Analyzes changes in County policy to determine effect on department.
- Drafts or revises department policies to conform to County, Federal and State rules and guidelines.
- Drafts personnel letters for the Director or other senior managers.
- Analyzes equity and consistency issues related to classification, selection and compensation actions and makes recommendations to management.
- Provides advice to Director & other high level managers regarding HR issues.
- Composes non-professional and/or professional position descriptions using information obtained from employee, supervisor, evaluations and samples.
- Develops diversity plan.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- Knowledge of the organization's professional objectives and activities and in-depth knowledge of the assigned functional area(s).

Math Skills

- Ability to understand basic statistical concepts.

PC Skills

- Intermediate skills in the use of applicable Microsoft Office Suite software.
- Intermediate skills in the use of agency specific software applications.

Communication

- Ability to write concise and understandable appropriate documents.

Information

- Ability to independently gather, integrate, and analyze complex data.

Interpersonal Abilities

- Ability to establish and maintain effective working relationships with both external and internal contacts.

Purchasing and Accounting

- Ability to perform data entry into CASPS and/or FAMIS in at least 10 functions.

Personnel and Payroll

- Ability to trouble shoot PRISM problems.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:

Education

- Associates Degree.

Experience

- 5 years providing administrative support in the assigned functional area(s), including;
- Two years of supervisory experience if the position is supervisory in nature.

NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency. **Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED: April 16, 2002

ESTABLISHED: June 21, 2001